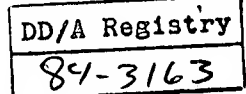


84-3860

24 October 1984



MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: OP Conference - September 1984

1. During your comments at the opening of the 1984 OP Conference, you asked for a brief report on our Conference. It basically reviewed Office accomplishments in 1984 and objectives for 1985.

2. Accomplishments:

We consider 1984 a very successful year. In addition to the daily personnel work that continued unabated, the Office notes the following highlights:

- a. Employment. Staff strength at end year was [] 25X1
over ceiling. The DA and DS&T were overstrength, the
DDI was under [] and the DDO [] 25X1
Subcategories of the employment picture are interesting.
- (1) The total number of individuals who entered on 25X1
duty in the year (staff, contract, part-time,
etc.) was [] highest in recorded history. 25X1
- (2) CT's increased from [] 1983 to [] 1984. 25X1
- (3) Clerical employment, which includes not only 25X1
secretaries and typists but clerks, couriers and
guards was [] an Agency high. 25X1
- (4) The Office of Communications, traditionally a
difficult account, finished the year well
overstrength.
- (5) All engineering categories increased [] 25X1
from 1983 to 1984.



25X1

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SUBJECT: OP Conference - September 1984

- c. EEO. Our minority hiring program, career prospects for women and handicapped hiring practices must all be improved.
- d. Domestic Relocation. Prior to next summer's assignment season, we should have the domestic relocation facility in place and functioning.
- e. Employment. Efforts must be continued to make the recruitment process more efficient and responsive. Ideally, we would like to reach ceiling well before the end of the fiscal year. Hopefully, our system can be improved to the point where an inordinate number of component officers need not be removed from their primary duties to supplement our efforts.
- f. Excellence. The jawboning pace and Excellence films should be continued to ensure that all employees can share a sense of participation and satisfaction for Agency successes.
- g. Office Personnel. A full review was conducted of the Office of Personnel internal career management system, with emphasis on improving, further, the professionalism and training of our careerists. It was agreed that such improvement was necessary to achieve the other objectives.



Robert W. Magee

25X1

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D/OP/RWMagee:rj (24 Oct 84)

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